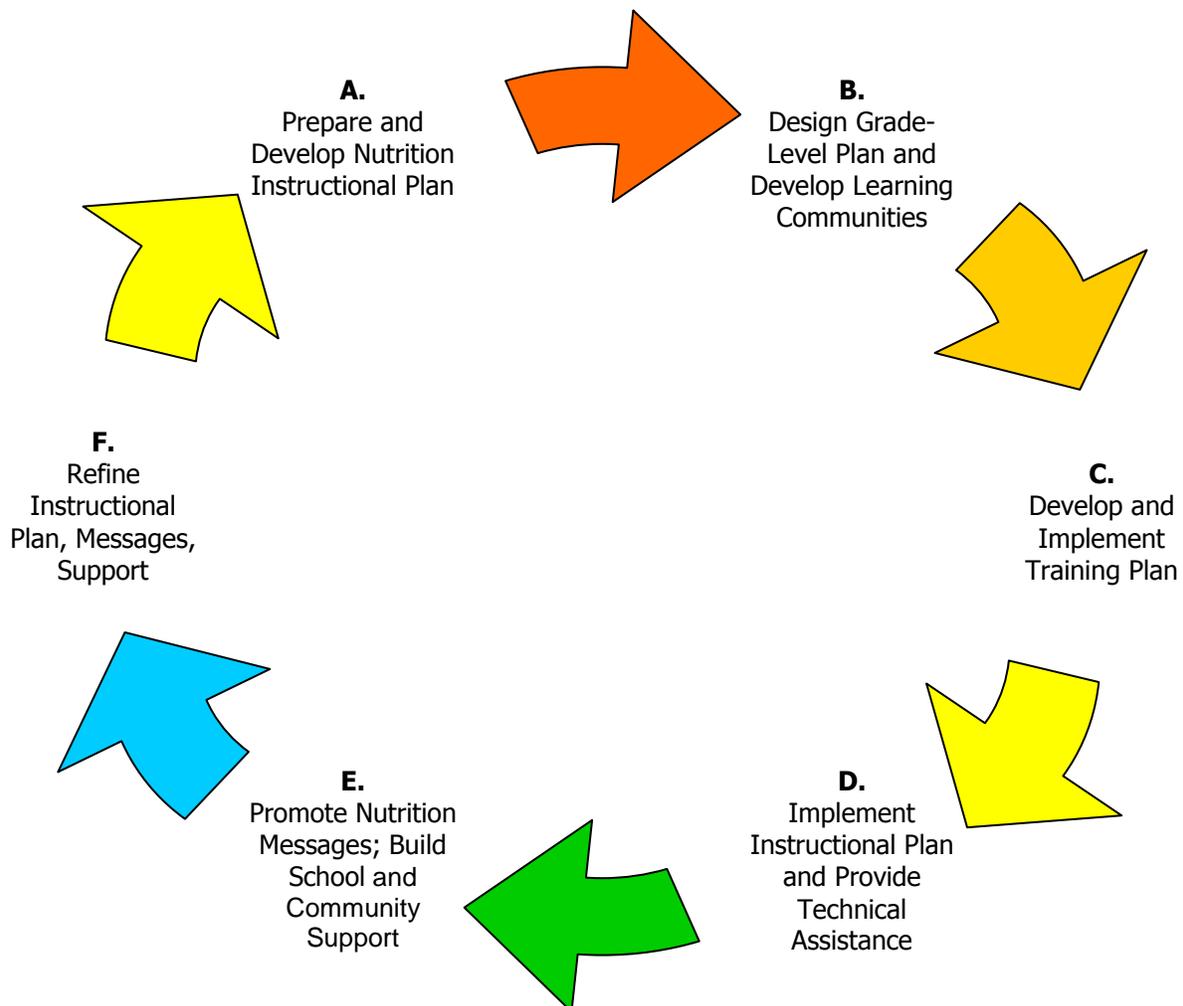


# ACTION PLAN

For: \_\_\_\_\_  
(Name of District)

## Overview of Nutrition Instructional Planning Steps

This Action Plan was developed as a guide for *Network for a Healthy California* Local Incentive Awardees (LIA) Project Coordinators working with school-based programs. We'll refer to the Action Plan at multiple points in the *Weaving Nutrition Education into the School Day* workshop and you'll hear examples of how these steps are implemented in districts and school sites. Although elements of this Action Plan may differ due to county office of education and district priorities, these basic steps build successful and sustainable school relationships, communication, and nutrition education programs.



<b>STEPS TO IMPLEMENT NUTRITION EDUCATION IN SCHOOLS</b>	<b>ACTION(S) TO TAKE</b> <i>(Include who and by when)</i>
<b>A. PREPARE and DEVELOP NUTRITION INSTRUCTIONAL PLAN</b>	
<p><b>1. Review the District’s and/or School’s Local School Wellness Policy.</b></p> <p><i>Suggested actions:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Determine requirements for nutrition education.</li> <li><input type="checkbox"/> Participate in wellness committee meetings to support the wellness implementation plan.</li> <li><input type="checkbox"/> Assess the nutrition education component of the wellness policy and make appropriate recommendations.</li> <li><input type="checkbox"/> Identify key partners supporting local school wellness.</li> </ul>	
<p><b>2. Become Familiar with Nutrition Instructional Guidance Documents.</b></p> <p><i>Suggested actions:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review the California Health Education Content Standards (CHECS) for the Nutrition and Physical Activity content area.</li> <li><input type="checkbox"/> Review the Nutrition Competencies (NC) for additional guidance on comprehensive, sequential, and grade-level expectations for student learning in nutrition.</li> </ul>	
<p><b>3. Understand the District’s and School’s Goals and Needs.</b></p> <p><i>Suggested actions:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Meet with the curriculum director to develop a relationship with instructional leadership. Discuss areas of mutual support for student success and well being.</li> <li><input type="checkbox"/> Become familiar with the district’s instructional planning process and tools (e.g., Pacing Guides) for the grade levels you are targeting.</li> <li><input type="checkbox"/> Identify schools or grades already teaching nutrition and those most likely to partner in implementation.</li> <li><input type="checkbox"/> Become familiar with the district’s adopted curriculum for Language Arts, Math, Science, and Health.</li> <li><input type="checkbox"/> Discuss planning for developmentally appropriate, sequential instruction targeting nutrition behavior change.</li> <li><input type="checkbox"/> Identify resources needed, potential costs, and options for funding.</li> <li><input type="checkbox"/> Identify potential professional development and training opportunities that support nutrition instruction.</li> <li><input type="checkbox"/> Determine key teachers and staff to help develop and implement the nutrition instructional plan. Identify key actions.</li> </ul>	

<b>STEPS TO IMPLEMENT NUTRITION EDUCATION IN SCHOOLS</b>	<b>ACTION(S) TO TAKE</b> <i>(Include who and by when)</i>
<b>A. PREPARE and DEVELOP NUTRITION INSTRUCTIONAL PLAN (Cont.)</b>	
<p><b>4. Meet with Key Teachers.</b>  <i>Suggested actions:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Understand teachers' goals and priorities.</li> <li><input type="checkbox"/> Develop relationships, share areas of mutual support for student and classroom success and achievement.</li> <li><input type="checkbox"/> Identify support needed to teach nutrition.</li> <li><input type="checkbox"/> Determine time available to teach nutrition (as stand alone and as integrated instruction).</li> <li><input type="checkbox"/> Share potential resources and solicit input.</li> <li><input type="checkbox"/> Determine recommended strategies and methods to implement training and monitor implementation.</li> </ul>	
<p><b>5. Develop Nutrition Instructional Plan.</b>  <i>Suggested actions:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Summarize curriculum director's and teachers' priorities and recommendations.</li> <li><input type="checkbox"/> Select priority CHECS and NCs to cover at each grade level.</li> <li><input type="checkbox"/> Select resources to include in instructional plan.</li> <li><input type="checkbox"/> Draft developmentally appropriate, sequential Nutrition Instructional Plan that aligns CHECS/NCs with district's pacing guides or other instructional planning tools, and that includes appropriate assessment.</li> </ul>	
<p><b>6. Share Nutrition Instructional Plan with Key Instructional Stakeholders.</b>  <i>Suggested actions:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Meet and review plan with curriculum director, key teachers, and other staff (e.g., child nutrition, school nurses).</li> <li><input type="checkbox"/> Strengthen collaborative relationships through regular communication and support for district's and teachers' goals.</li> <li><input type="checkbox"/> Revise Nutrition Instructional Plan based on feedback.</li> </ul>	
<b>B. DESIGN GRADE-SPECIFIC IMPLEMENTATION PLAN and CULTIVATE LEARNING COMMUNITIES</b>	
<p><b>7. Identify School and District Readiness.</b>  <i>Suggested actions:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Determine readiness level by identifying advocates and level of school-based and community support.</li> <li><input type="checkbox"/> Identify schools and staff to implement Nutrition Instructional Plan (one school or multiple schools).</li> <li><input type="checkbox"/> Identify appropriate level of implementation for the Nutrition Instructional Plan (may vary by school site).</li> </ul>	

STEPS TO IMPLEMENT NUTRITION EDUCATION IN SCHOOLS	ACTION(S) TO TAKE <i>(Include who and by when)</i>
<b>B. DESIGN GRADE-SPECIFIC IMPLEMENTATION PLAN and CULTIVATE LEARNING COMMUNITIES (Cont.)</b>	
<p><b>8. Facilitate Design of Grade-Level Nutrition Instructional Plan and Integration with Pacing Guides/Other Instructional Planning Tools.</b></p> <p><i>Suggested actions:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Identify at least one teacher for each grade level.</li> <li><input type="checkbox"/> Schedule (or assist in scheduling) facilitated meeting for each grade level (keep grades separate; encourage having several grades meet on the same day)</li> <li><input type="checkbox"/> Provide orientation to CHECS/NC and skill cues, if needed.</li> <li><input type="checkbox"/> Include sufficient time for teachers to complete review and alignment for their grade level.</li> <li><input type="checkbox"/> Note teachers' suggestions for revision.</li> <li><input type="checkbox"/> As appropriate, adapt the Nutrition Instructional Plan to maximize subject area integration. Include resources that enhance integrated instruction and support student learning.</li> </ul>	
<p><b>9. Support Teachers in Developing Grade-Level Curriculum Maps and Convening Learning Communities.</b></p> <p><i>Suggested actions:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Support teachers in tracking specific grade-level instruction and month-by-month lessons and assessment strategies (e.g., provide templates for instruction and assessment to facilitate tracking of instruction).</li> <li><input type="checkbox"/> Ask teachers for recommendations for training, ongoing meetings, and support for implementation.</li> <li><input type="checkbox"/> Learn about existing professional learning community meetings; discuss including Nutrition Instructional Plan.</li> </ul>	
<b>C. DEVELOP and IMPLEMENT TRAINING PLAN</b>	
<p><b>10. Develop a Plan to Implement the Nutrition Instructional Plan (include training, ongoing support, technical assistance, resources, and monitoring).</b></p>	

STEPS TO IMPLEMENT NUTRITION EDUCATION IN SCHOOLS	ACTION(S) TO TAKE (Include who and by when)
<b>C. DEVELOP and IMPLEMENT TRAINING PLAN (Cont.)</b>	
<p><b>11. Design and Provide Training for Instructional and Other School Staff.</b>  <i>Suggested actions:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Assess needs of learners (e.g., nutrition knowledge, health standards, skill cues, and assessment strategies) to effectively implement Nutrition Instructional Plan.</li> <li><input type="checkbox"/> Include child nutrition staff and health services staff.</li> <li><input type="checkbox"/> Identify training goals and objectives.</li> <li><input type="checkbox"/> Reinforce the link between nutrition and physical activity in promoting academic success and supporting local wellness policy.</li> <li><input type="checkbox"/> Include “Lead” teachers to promote the teacher training.</li> <li><input type="checkbox"/> Base teacher training on selected curriculum/resources and identify a “champion” teacher to team teach. Share best practices and model lessons.</li> <li><input type="checkbox"/> Explore with teachers how their pacing guides/Instructional planning tools are aligned with the CHECS/NC.</li> <li><input type="checkbox"/> Use effective training strategies and techniques.</li> <li><input type="checkbox"/> Encourage collaboration with all school staff to support effective instruction.</li> </ul>	
<p><b>12. Facilitate Access to Resources.</b></p>	
<b>D. IMPLEMENT NUTRITION INSTRUCTIONAL PLAN and PROVIDE TECHNICAL ASSISTANCE</b>	
<p><b>13. Develop Schedule for Providing Ongoing Support and Technical Assistance.</b>  <i>Suggested actions:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Visit classrooms and observe teachers presenting lessons from selected nutrition education materials.</li> <li><input type="checkbox"/> Participate in professional learning communities.</li> </ul>	
<p><b>14. Perform a Follow-up Evaluation and Solicit Feedback.</b>  <i>Suggested actions:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Three months after the training, ask teachers how they use the resources and assess additional training and technical assistance needs.</li> <li><input type="checkbox"/> Schedule regular follow-up with teachers.</li> </ul>	
<b>E. PROMOTE REINFORCING NUTRITION MESSAGES AND BUILD SCHOOL AND COMMUNITY SUPPORT</b>	
<p><b>15. Incorporate Cafeteria, Parent, Peer, and School Environment Connections to Reinforce Nutrition Instruction and Messages.</b></p>	
<p><b>16. Communicate Project Successes and the Link to Academic Performance to School Administrators and Community Leaders.</b></p>	

STEPS TO IMPLEMENT NUTRITION EDUCATION IN SCHOOLS	ACTION(S) TO TAKE <i>(Include who and by when)</i>
<b>F. REFINE NUTRITION INSTRUCTIONAL PLAN, NUTRITION MESSAGES, AND SCHOOL AND COMMUNITY SUPPORT</b>	
<b>17. Review Feedback from Training, Implementation, and Technical Assistance on an Ongoing Basis.</b>	
<b>18. Revise and Modify Nutrition Instructional Plan and Alignment with Pacing Guide/Instructional Planning Tools, Implementation Plan, and Reinforcing Nutrition Messages.</b> <i>Suggested actions:</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> Reassemble teacher grade-level teams to refine curriculum alignment and pacing guides.</li> <li><input type="checkbox"/> Revise curriculum maps based on what is actually taught and when it is taught during the year.</li> <li><input type="checkbox"/> Modify training and technical assistance to support effective instruction and Nutrition Instructional Plan implementation.</li> <li><input type="checkbox"/> Gather feedback from cafeteria, parent, peer, and school environment connections, and revise and tailor nutrition messages to reinforce instruction and program goals.</li> </ul>	
<b>19. Make Recommendations for Revising the Nutrition Education Component of the Local School Wellness Policy, if appropriate.</b>	